

**CONFIDENTIAL**

OIS 81-240

Approved For Release 2005/12/14 : CIA-RDP84B00890R000300090032-3

DD/A Registry

81-0550

11 March 1981

DD/A REGISTRY

FILE: meetings - 1

MEMORANDUM FOR: Office of Information Services Personnel

25X1 FROM:

[REDACTED]

Chairman, OIS Staff Conference Steering Committee

SUBJECT: OIS Staff Conference, 15-17 April 1981 (U)

25X1 1. The Office of Information Services (OIS) will hold its second annual conference [REDACTED] from 15-17 April 1981. The purpose of the conference is to provide all MI careerists (and those soon to join) the opportunity to learn what changes are occurring within the Agency information management programs and in our MI Sub-Group and to meet with their fellow workers in a relaxed atmosphere. We anticipate that as a result of the conference, all employees will have a clearer understanding of the progress we have made in fulfilling our mission and what we may be able to look forward to. (C)

2. We would like for all employees to attend every session, and although we realize this is not possible, we hope that every one will make an effort to participate in as many of the sessions as possible consistent with work requirements. Within the OIS divisions, we are planning on maintaining the absolute minimum staffing level. Unfortunately, the positions outside OIS are not controlled by us, but we would hope that office supervisors would be understanding and permit the maximum attendance possible. (U)

3. While the final agenda has not yet been determined, we are planning for sessions each morning and afternoon of the three days, and we hope to have evening sessions on 15 and 16 April with an interesting speaker. The afternoon session on 17 April will permit everyone to make an early get-away. (U)

25X1 4. In order to accommodate those who cannot drive or must return each day, we will have a bus service [REDACTED] each morning and to Headquarters each evening. Because of extremely tight travel funds, you are encouraged to use this bus service. In addition, we will have a 15-person capacity "Special Van" depart from Headquarters each afternoon at 1630 hours [REDACTED] each morning at 0700 hours for Headquarters. This will permit some who cannot attend the entire conference to participate in more sessions, with no time lost from normal office duties. (C)

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[REDACTED]

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5. For those who choose to use privately owned vehicles, if reimbursement is desired, car-pooling will be required, and a minimum of two riders must accompany the driver. Car-pool drivers will be reimbursed for one round trip, according to formula required by regulation as indicated on the attached sample Claim for Reimbursement form. Any exceptions must be approved in advance by the Executive Officer, OIS. (U)

6. Lodging, meals, and transportation as indicated above will be provided for all attendees in lieu of per diem. Depending on the number of employees who desire overnight accommodation, facilities may be overtaxed. If there is not sufficient space, those attending the entire conference will be given priority. We will advise all employees if there is a problem. (U)

7. The attached reservation form addresses all the above areas. Since we will have to make arrangements for transportation as soon as possible, and to ensure that we have ample time to resolve any attendance or scheduling problems, please complete the form and return it to your Division Chief or office representative by 17 March 1981. (U)

25X1



Attachments

1. Claim for Reimbursement (sample)
2. Reservation form

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Date

**ROUTING AND TRANSMIT** <sup>IP</sup>

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TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DOA	<i>mlc</i>	12 MAR 1988
2. ADDA	<i>H</i>	3-13
3.		
4. <i>noy - ...</i>		
5.		

STAT

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

ILLEGIB

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.